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CENTRAL INTELLIGENCE AGENCY



27 January 1983

Office of External Affairs

Mr. Rob Simmons, Staff Director
Select Committee on Intelligence
United States Senate
Washington, D.C. 20510


Dear Rob:

Per our earlier conversation, attached is a fact sheet on the Advanced Intelligence Seminar.

As I mentioned the "Day on Capitol Hill" will be 10 Feb. We would like to meet with a Senator and/or yourself at 0915. We would like to spend an hour with you discussing the major issues before the SSCI. Also, if you could provide the room for the meeting that would be appreciated.

We plan to attend a Committee meeting and sit in on the House or Senate proceedings. Please let me know if you have any questions.

Thanks,


Senate Liaison

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VIA COURIER

ADVANCED INTELLIGENCE SEMINAR

FACT SHEET

The Advanced Intelligence Seminar was established in 1969 to broaden the intellectual and professional horizons of middle level officers. This is done by exposing them to areas and subjects that they normally would not contact in the conduct of their jobs. The course is two and a half weeks long and consists of three blocks: three days on the Agency and the Intelligence Community; one week on international affairs; and one week on domestic affairs. The purpose is to make the students aware of problems in these areas and to stimulate their interest for further study.

The Seminar has 25 members who have been selected from each of the major elements within the Agency. The grade level is GS-13 through GS-15, and the average participant has had 15 years of Agency experience. The members collectively represent a wide variety of work experience; the class overall includes some area analysts, field officers, scientific and technical specialists, and administrative and support officers.

The normal format is for the speaker to present 45 or 50 minutes of prepared remarks; a short coffee break is taken, and the remainder of the session is devoted to a question-and-answer period. The Seminar is informal; all remarks are off-the-record, and, to encourage direct and frank exchange, the entire session is non-attributable.

The Seminar is conducted in Room 1001 of the Chamber of Commerce Building at 4600 N. Fairfax Drive, Arlington, Virginia. The building is near the intersection of N. Fairfax Drive and Glebe Road, about three blocks from the Ballston Metro Station (end of the Orange Line). A map of our location is enclosed.

Further information about the Seminar will be provided by the members of the staff. They can be reached on [redacted] extension [redacted] or if calling long distance, collect, [redacted] extension [redacted]. The mailing address is, "Central Intelligence Agency, Office of Training and Education, Intelligence Training, Washington, DC 20505." STAT
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